WAR FOOD ADMINISTRATION
Washington 25, D. C.

July 13, 1943

ADMINISTRATOR'S MEMORANDUM NO. 19

Budgetary and Fiscal Functions of the War Food Administration

1. The Deputy Administrator for Management shall direct the application of policies established by the Administrator with respect to the fiscal and budgetary affairs of the War Food Administration and its constituent organizations. Under the general supervision of the Deputy Administrator, the Office of Budget and Finance of the Department of Agriculture is hereby designated as the budgetary and fiscal office of the War Food Administration. This office will deal directly with the several operating agencies of the War Food Administration.

2. Under this arrangement detailed budgetary and fiscal operations and processes will be performed in the several operating agencies of the War Food Administration. The Office of Budget and Finance will review budgetary and fiscal matters from a policy standpoint, will act in an advisory capacity on such matters to the Deputy Administrator, will revise and, when necessary, prepare budgetary and fiscal statements, reports, estimates, justifications, and related data.

3. The Office of Budget and Finance will represent the Administrator in budgetary and fiscal relations with constituent agencies of the War Food Administration, the Bureau of the Budget, the General Accounting Office, the Treasury Department, the Congressional Appropriations Committees, and other governmental organizations, and render other related services as needed. Contacts with the foregoing organizations will be made through the Office of Budget and Finance, and communications with these organizations will be cleared with that Office.

4. The Office of Budget and Finance will perform detailed budgetary and fiscal operations for those offices of the War Food Administration which do not maintain their own budget and fiscal offices.

5. The general procedures of the Office of Budget and Finance are applicable to the War Food Administration except when otherwise provided by the Administrator.

Marvin Jones

Administrator